Call for Applications: Operations Assistant

Summary

Assata’s Daughters (“AD”) is looking for a well-organized person to assist with the overall operations of the organization. The Operations Assistant will report directly to the Executive Director. They will be responsible for creating, implementing, and maintaining internal systems. Assata’s Daughters is interested in applicants who are passionate about political education, believe in the power of young Black people to direct movements, are tech-savvy and systems-minded, are self-sufficient and motivated, and have an interest in operations. Young Black women, femmes, and gender non-conforming people are especially encouraged to apply. Training and professional development will be provided.

About AD

Assata’s Daughters, is a Black women-led, young-person directed, abolitionist organization rooted in the Black Radical Tradition. We organize young Black people in Chicago by providing political education, leadership development, mentorship, and revolutionary services. Through our programs we aim to deepen, escalate, and sustain the movement for Black Liberation. To learn more about us and our politics, please visit assatasdaughters.org.

Job Description

The Operations Assistant is a new position and will assist the Executive Director by creating, implementing, and maintaining our internal systems, including systems for tracking youth time and stipend payment, internal document management, and project and task management; coordinating quarterly program schedules; and coordinating internal logistics for meetings, events, and across program areas.

Specific job responsibilities include:

- **Systems Management**
  - Oversee and maintain system for tracking youth time and stipend payment
  - Create, implement, train staff on, and maintain system for managing internal documents
- **Project Coordination**
  - Create and manage workflows in Asana
  - Coordinate setting of quarterly program schedules
  - Improve on existing systems and workflows, and create new ones as needed
- **Internal Logistics and Event Planning**
  - Coordinate details of youth and volunteer events
  - Coordinate asks of volunteers and community
- **Administrative Support**
  - Support Executive Director with coordinating internal team meetings, managing team calls, follow up tasks, and maintaining calendars.
  - Coordinate with team members on project tasks, logistics needs, timelines, and work priorities
- **General Administration**
  - Assist Executive Director with facilitating and training the administrative and communications youth leadership team
  - Adhere to organizational-wide time-tracking and task management systems
  - Attend weekly all-staff meetings and fundraising related meetings
Attend weekly meeting with ED

**Qualifications**

The ideal candidate will be someone with an interest in nonprofit administration. They will have a relationship with Chicago, strong organizational skills, and a demonstrated commitment to understanding power and oppression, eradicating anti-Blackness, supporting young Black people, and building relationships with the most marginalized. AD has a strong preference for people with experience living under systems of oppression, particularly those who have personally experience anti-Blackness, and misogynoir.

Specifically, the ideal candidate would have:

- Strong organizational, and day-to-day workflow management skills.
- Strong interest in tech and operational and organizational systems.
- Strong knack for detail, data, and logistics and value follow through and follow up.
- Strong ability to communicate with different groups of various demographics.
- Ability to organize and prioritize work and manage deadlines
- Experience working with databases or Excel and comfortability with learning and teaching yourself new technology platforms.
- Event planning experience.
- Experience with digital communication.
- The willingness and ability to work some nights and weekends.

**Pay and Benefits**

This is a part-time non-exempt position. While the majority of the work is remote, applicants should be based in Chicago, IL. We anticipate the role needing at least 25 hours per week. Hourly wages are $30 per hour. The position offers a health care stipend of $400 per month and a travel stipend of $100 per month. This role will receive ongoing training and professional development.

**Application Requirements**

Interested applicants should submit a cover letter, resume, and references. Please feel free to use your cover letter to share part of your lived experience and political analysis with us. Additionally, your cover letter should explain why you are interested in working at AD, your leadership style, a concrete example of working alongside young Black people, and your favorite productivity tool. Applications should be submitted to info@assatasdaughters.org.

**Timeline**

Applications will be considered until the roll is filled.